

SECRET

ITEMS 1 THROUGH 8 WILL BE COMPLETED BY TRANSACTIONS AND RECORDS BRANCH WHEN ACTION IS INITIATED IN PERSONNEL DIVISION				
ROUTING AND ACTION SLIP FOR PERSONNEL EVALUATION REPORT				DATE
1. NAME (Last)	(First)	(Middle)	2. GRADE	3. POSITION TITLE
4. OFFICE	STAFF OR DIVISION	BRANCH	DEPT'L.	IF FIELD, SPECIFY STATION
5. PERIOD COVERED BY REPORT From	To	6. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Reassignment	<input type="checkbox"/> Annual <input type="checkbox"/> Reassignment of Supervisor	<input type="checkbox"/> Special
7. DATE REPORT DUE IN PERSONNEL OFFICE	8. AUTHENTICATION (T&R BRANCH)			

ROUTING AND ACTION			
REQUIRED ACTION	PERSON TO TAKE ACTION	DATE ACTION COMPLETED	INITIALS
9. a. Obtain two copies of CIA Form 37-151. b. Enter data in Items 1 through 6, above, in corresponding spaces of PER forms. c. Attach this action form and pamphlet "Your Evaluation Report" to PER forms. d. Deliver forms to immediate supervisor of person to be evaluated.	Evaluations Officer		
10. a. Deliver forms to person to be evaluated. b. Offer advice and assistance.	Supervisor		
11. a. Complete Items 7 through 10. b. Deliver forms to supervisor.	Person to be evaluated		
12. a. Complete Items 11 through 17. b. Attach warning memo, if required. c. Deliver forms to reviewing official (supervisor next in line).	Supervisor		
13. a. Review the evaluation. b.. Discuss complete evaluation and recommendations with supervisor. c. Record additional comments on forms. d. Sign forms in Item 19. e. Deliver forms to supervisor.	Reviewing Official		
14. a. Discuss all aspects of evaluation with person being evaluated. (Explain right of appeal, if warning memo is prepared.) b. Sign forms in Item 18. c. Deliver forms to Evaluations Officer.	Supervisor		
15. a. Deliver original copy of evaluation form to Transactions and Records Branch, Personnel Division. b. Retain the carbon copy for use of operating office and Office Career Service Board. c. Detach Instruction Sheet of Form 37-151 if Item 20 (continued) is unused.	Evaluations Officer		

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